

VILLAGES AT POQUONOCK
CLUBHOUSE RENTAL AGREEMENT

To check availability and reserve the Villages at Poquonock Clubhouse Community Room &/or Catering Kitchen, please contact:

Villages at Poquonock Master Association via Email: villageshoacouncil@gmail.com or at
<https://villagesofpoquonock.com/rent-the-clubhouse>

Please read attached Rules & Regulations and Inventory List before completing Rental Agreement.

Resident Name: _____

The Resident must be present at the Clubhouse during the Rental Event Hours & is the decision maker.

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Key Card #: _____

Event Day: _____ **Event Date:** _____ **Time of Event:** _____ **to** _____

Note: No earlier than 8:00am. No later than 11:00pm. Allow time for set-up & clean-up on the same day. Maximum recommended rental: six (6) hours. Some exceptions apply. Please inquire. See attached Rules & Regulations & Inventory List for details.

Type of Event: _____ Estimated # of Guests: _____

Area(s) To Be Used: Community Room _____ Catering Kitchen _____

Entertainment: Yes _____ No _____ Type/Entertainment Name: _____

Caterer Present: Yes _____ No _____ Type/Caterer Name: _____

Rental Fee: Please circle selection & enclose two (2) separate checks to: **“Villages at Poquonock HOA”**

Community Room: \$100 Catering Kitchen: \$50 Full Facility Rental: \$125

Total Rental Fee: \$ _____

Security Deposit: \$100 **Note:** Security Deposit is refundable if no damages. Allow, at least, thirty (30) days to process. Your Security Deposit Check will not be deposited unless damage occurs and/or Villages at Poquonock Clubhouse Rules & Regulations have been violated. The Rental Resident is responsible for their guests and is responsible for all losses or damages to Villages at Poquonock caused by the renter or their guests. Please see attached Rules & Regulations.

Signed Agreement & Checks: Complete the Villages at Poquonock Clubhouse Agreement and two (2) separate checks (One for Total Rental Fee & One for Security Deposit) to be mailed or hand-delivered to:

Villages at Poquonock, LLC, 610 Old Village Circle, Windsor CT 06095

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I/We, the undersigned, acting on behalf of all participants, hold harmless the Villages at Poquonock Home Owners Association, its officers, agents, employees & volunteers, from any & all claims for injuries or harm to our participants or invited guests resulting from your/their use of these facilities.

The undersigned accepts this Agreement and agrees to follow the attached Clubhouse Rules and Regulations & Inventory List for this Rental Event which are part of this Agreement. Please retain these for your use.

Resident Signature _____ **Date:** _____

Resident Name: _____

FOR MANAGEMENT USE ONLY:

Facility Prepared & Inspected Prior to Rental Date: _____ By: _____

Facility Inspected After Rental Date: _____ By: _____

Rental Fee: \$ _____ Check # _____ Received Date: _____ By: _____

Security Deposit: \$ _____ Check # _____ Received Date: _____ By: _____

Portion of Security Deposit Withheld* \$ _____

Total Security Deposit to be Returned \$ _____

Reasons/Comments/Condition: _____

VILLAGES AT POQUONOCK

COMMUNITY ROOM & CATERING KITCHEN INVENTORY LIST

(Non-Smoking & Accessible Facility)

The Following Items/Amenities are available for your use in the Community Room:

- Wall-mounted television w/ remote, basic cable & internet
- Gas fireplace with remote
- 2 ceiling mounted recirculating fans
- Bar Area with sink & 8 counter-height stools (You are responsible to provide any & all refreshments and ice chest & ice)
- 4 leather upholstered chairs, 2 end tables & area rug
- 6 2'x2' café tables with 10 chairs (some w/ banquette seating)
- 1 4'x6' rectangular table w/ 2 chairs & banquette seating
- Coffee Bar with small built-in refrigerator & 13 gallon trash can (You are responsible to provide coffee maker, coffee, all condiments & additional trash bags.)
- Rear Enclosed Porch has countertop, internet hookups & 8 counter-height stools & wall mounted television w/ remote.

The Following Items/Amenities are available for your use in the Catering Kitchen:

- One large farmhouse sink w/sprayer faucet & disposal
- Dishwasher
- Large 6 burner gas cooktop
- 2 self-cleaning electric double ovens
- 1 microwave
- 1 large side-by-side commercial refrigerator (Note: No freezer is available. Bring your own ice & ice chest.)
- 2 electric induction burners (Requires provided cookware only & special use & care.)
- 13-gallon trash can (You are responsible to provide additional trash bags.)
- Party-sized percolator coffee maker

The Following Items/Amenities are available for your use in the Clubhouse:

- Coat hooks in rear hallway.
- Two bathrooms each with sink, mirror, toilet, waste basket w/ liner & electric hand dryer. (Note: Bathrooms will be available for use by those residents using Exercise Room at the same time as your Event.)
- Wall-mounted filtered drinking fountain w/ water bottle filler feature

The Following Items are provided:

- Bathrooms – hand soap, toilet paper, waste basket w/ 1 liner & tissues
- Kitchen – dish soap, dishwasher soap, hand soap, 1 roll paper towels, 2 hot pads, 2 dish drying towels, 1 trash can liner, countertop cleaning & stainless-steel cleaning products
- Coffee Bar Area w/ 1 trash can liner
- Folding Banquet Tables and Chairs (stored in bi-fold storage closet in rear hallway).
- Central Vacuum System hose & nozzle stored in bi-fold storage closet in rear hallway. Vacuum outlet ports are located 1) Front Entrance to left of entrance doors, 2) Community Room to right of rear enclosed porch doors & 3) Rear Hallway to right of storage room door & left of bathroom door
- Broom, mop & bucket located in bi-fold storage closet in rear hallway

The Following Items are not provided and are the responsibility of the Renter:

- Additional trash bags (13-gallon kitchen & coffee bar; 33 gallon as needed)
- Plates, cups, napkins, flatware, serving plates, trays, tablecloths & utensils
- All food & refreshments
- Coffee maker, coffee & condiments
- Ice cooler(s), ice & drink bins
- Removable blue tape, painter's tape & decorations (No glitter or confetti, please)

VILLAGES AT POQUONOCK

RULES & REGULATIONS

To check availability and reserve the Villages at Poquonock Clubhouse Community Room and/or Catering Kitchen, please contact: The **Master Association** via Email: villageshoacouncil@gmail.com or at <https://villagesofpoquonock.com/rent-the-clubhouse>

Please read Rules & Regulations and Inventory List before completing Rental Agreement.

Event Function & Guests: The Clubhouse Community Room &/or Catering Kitchen may be rented by Villages at Poquonock Residents only, for private, not-for-profit* functions. (Anniversary, Birthday or Holiday Parties, Family Reunions, Showers, etc.) and for invited guests only (not open to the public or for retail sales*). *Some exceptions may apply. Please inquire. **Consider appropriate use of the facilities. The clubhouse is not suitable for teenage-style parties for example.**

First-Come, First-Served: Rented on a First-Come, First-Served Basis as signed Agreement & two checks are received by Villages at Poquonock.

Rental Resident: The Rental Resident must be present at all times & is considered the decision maker and is solely responsible for any damages or activities that take place during the event. The Rental Resident shall not receive a fee for the use of the Clubhouse for any event and may not sub-lease the facility to an outside party.

Prior to Completing Agreement: Please read Rules & Regulations and Inventory before completing Agreement.

Facility Rental: The Clubhouse Community Room Rental includes exclusive use of the Clubhouse Community Room, TV, Gas Fireplace, Coffee Bar (You are responsible to provide coffee & condiments.), Tables, Chairs, Seating Area, Bar, Rear Enclosed Porch w/ TV & Exterior Porch Areas. The Clubhouse Catering Kitchen Rental includes exclusive use of the Kitchen Features & Appliances. The two (2) Bathrooms will be shared by those who may be using Exercise Room during the hours of your Event. The Exercise Room, Dog Wash Station and Upper Level are not available for Rental or for use by Rental Resident or Guests.

Non-Smoking & Accessible Facility: The Villages at Poquonock Clubhouse is a Non-Smoking and Accessible Facility. Smoking is ONLY permitted outside.

Parking Lot: The Parking Lot is for vehicle parking only and may not be used for Event activities.

Event Timing & Access: The Rental Time Period can be no earlier than **8:00am and no later than 11:00pm** on the day of the Event. Maximum recommended rental: six (6) hours. Some exceptions apply. Please inquire. Please allow ample time for set-up & clean-up. Set-up for events cannot occur until the day of the event. Clean-up must occur during the Rental Period on the same day or night as Rental occurs.

Return of any rental or personally owned tables, chairs, etc. must occur the same day. An exception is if Event is on a weekend, the removal deadline is Monday before Noon of any rental items &/or equipment. Failure to do so will result in loss of Security Deposit. The Rental is for the day of your Event only. If it is necessary to have an extra day to set up &/or clean up, you are more than welcome to fill out Rental Agreement and rent the day before &/or after your Event. Fees for the extra day will apply without an Additional Security Deposit. You will have access to the Clubhouse with your Keycard.

Party Guests: Party Guests are restricted to the Community Room &/or Catering Kitchen, Rear Enclosed Porch & Exterior Porch Areas only. **Party guests may not use the Exercise Room or upper level of the Clubhouse during the Event.** Note: The two Bathrooms will be accessible for anyone using the Exercise Room during the Event Hours.

Entertainment: Entertainment must be located inside the Clubhouse. The Parking Lot and Exterior Porch Areas are not available for entertainment activities. Any extension cords, accessories, etc. must be provided by Renter &/or Entertainment Vendor.

Noise: Noise must be kept to a level that will not disturb Villages at Poquonock residents.

Live Animals: Live animals are not permitted inside the Clubhouse. Certified working/service animals are the only exception.

Food Preparation/Serving &/or Catering: All food preparation will occur in the Catering Kitchen. Renter &/or Catering Vendor is responsible for providing any extension cords, serving platters/trays, etc. Take special care of induction cooktop & provided cookware. Sterno is permitted. Grilling outside is permitted. You must provide food, ice, ice chest, paper & plastic products, tableware, additional tables & chairs, grill, etc. Please see attached Inventory List.

Decorations & Candles: Decorations must be hung w/blue removable tape or painter's tape & all tape must be removed carefully. Renter will be charged for any paint damage. The use of confetti/glitter will result in an additional cleaning fee as it adheres to flooring. Candles, when blown out, may set off the fire alarm, which automatically notifies the Fire Department. Please extinguish candles with water to avoid smoke.

Post-Event: When the event is over, the Rental Resident must complete the Post-Event Requirements. (See below.)

Checks: Checks must be from the Rental Resident. No second party checks or money orders accepted. Any returned checks are subject to a fee.

Security Deposit & Inspections: The Security Deposit must be included with the Clubhouse Rental Agreement. The Security Deposit covers the condition of the premises and the items listed on the Clubhouse Inventory. (See Attached.) The Clubhouse will be inspected prior to your Rental & any damages/uncleanliness will be noted. It is the Rental Resident's responsibility to see that the Clubhouse is returned in the same clean condition as it was delivered. The Security Deposit, which is refundable if no damages are incurred, will be returned to you after the Clubhouse has been inspected following your Rental. Inspection will occur on the same day of your Event or the next day. Your Security Deposit Check will not be deposited unless damage occurs and/or Villages at Poquonock Clubhouse Rules & Regulations have been violated. Please allow, at least, thirty (30) days for the processing of your Security Deposit. If damages exceed Security Deposit, you are responsible to reimburse Villages at Poquonock for the costs of all repairs and/or replacements incurred. The Rental Resident is responsible for their guests and is responsible for all losses or damages to Villages at Poquonock caused by the renter or their guests.

Enjoy your use of the Villages at Poquonock Clubhouse!

VILLAGES AT POQUONOCK

POST EVENT REQUIREMENTS

The Rental Resident is responsible for leaving the Clubhouse and/or Catering Kitchen, Bathrooms, Entry, Rear Hallway, Porches, and Parking Lot in good & clean condition by the end of the Event. Please allow adequate time to complete the tasks:

- Wipe off all tables, chairs, sinks & countertop surfaces. Please use provided countertop cleaning product.
- Clean off & wipe down any & all appliances. Please use the provided stainless steel cleaning product. Be sure all appliances are turned off.
- Wash & return any Villages at Poquonock items to original location. Take extra care w/ induction cookware.
- Inspect bathrooms & clean toilets, sinks & floors as needed.
- Vacuum all floors.
- Clean and return banquet tables and folding chairs to the storage closet if used.
- Remove all personal items. Remove all rental items.
- Remove all trash from property, including parking lot, & take it with you. No trash service is available.
 - Replace trash can liner plastic bags.
- Turn off TV with remote & return to bar countertop.
- Turn off gas fireplace with remote & return to bar countertop.
- Turn off all lights & ceiling fans.
- Check all doors & windows to see they are locked & secure.
- Report any damages or issues to Premier Property Management at <https://ppmgmtonline.com/app/maintenance-request/>